



## VACANCY ADVERT

**King Hintsa TVET College is urgently looking for Substitute Lecturers to offer their services for a short term period of 04 months.**

**Nature of Post: (4 Months Contract)**

**Post Description: Substitute Lecturer: Civil Engineering (Bricklaying)**

**Post Level :1**

**Work station: Msobomvu Campus**

**Ref No: KHC 2018/12-01**

**No. of Posts: 01**

**Salary:** R198 774 per annum.

**Centre:** King Hintsa TVET College-Msobomvu Campus

**Requirements:** N. Dip – Civil Engineering (Bricklaying) or N6 with Trade Certificate at least one-year experience in teaching. Must be able to teach the following Building Science N3, Building Science N1, Building Administration 4A, Building Administration 4b, Bricklaying and plastering theory.

**Duties:** Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Co-ordinate the procurement of the Programme's training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate POEs' and POAs'.

**Competencies:** Computer skills in MS Word, MS Excel and PowerPoint. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, problem solving and innovation skills. Good planning, organising, monitoring and evaluation skills.

**ENQUIRIES: Ms Soyizwapi P at 047 401 6400**

## VACANCY ADVERT

**Nature of Post:** 4 Months contract

**Work Station:** Centane Campus

**Post level:** 1

**Post Description:** Substitute Lecturer

**Ref No:** 2018/12 -02

**No. of Posts:** 02

**Salary:** R198 774 per annum.

**Centre:** King Hintsa TVET College-Centane Campus.

**Requirements:** Grade 12 / Standard 10. Recognised three-year Diploma/Degree specialising in Life Orientation and English, Teacher qualification and SACE Certificate. One-year experience in teaching. Teaching experience in a TVET Sector, assessor, moderator, and a valid driver's licence will be added advantage. Be able to teach Life Orientation and English in L2-L4. Advanced computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet)

**Competencies:** Computer skills in MS Word, MS Excel and PowerPoint. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, problem solving and innovation skills. Good planning, organising, monitoring and evaluation skills.

Very good knowledge of subject area and work-related applications. Good record keeping and classroom management skills.

**Duties:** Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Co-ordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and student support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate PoEs' PoAs'.



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### **Notice to Candidates:**

Please submit your application using EDP 01 form, certified copies of qualifications, certified ID copy and a detailed CV.

Faxed or emailed applications will not be considered. Correspondence will only be made to successful candidates.

All applications should be directed to: Human Resources Department; using the following address:

#### **Postal Address**

Private Bag X 3018  
Butterworth  
4960

OR

#### **Physical Address**

218 Mthatha Road, Ibika Location  
Butterworth  
4960

**Closing Date: 11 December 2018 @: 16:00**

**Enquiries should be directed to Human Resources Department at 047 401 6400 Ms Soyizwapi P**